



**Start early. Start smart. Start here.**

Administered by **The YoungStar Consortium**—a partnership of the Celebrate Children Foundation, Supporting Families Together and Wisconsin Early Childhood Association. **To get started or to learn more go to <http://dcf.wisconsin.gov/youngstar>**

## **YoungStar Technical Consultation and Micro-Grant Participation Agreement**

**Effective 9/10/2013**

Technical Consultation is an optional service provided through YoungStar. It is meant to help child care programs participating in YoungStar make quality improvements for kids. Programs that want to participate need to be committed and active in the process. This agreement provides guidelines for participation. It also describes the roles of the program and the consultant.

### **The Local YoungStar Office will:**

- Deliver up to four (4), technical consultation sessions to work together on quality improvement plans with clear steps for reaching goals
- Provide information related to yearly YoungStar quality ratings
- Support programs in accuracy of completion of the Registry Program Profile
- Offer access to research-informed materials and evidence-based practices
- Help the program understand the quality rating that is issued by the Department of Children and Families
- Answer questions and respond to concerns by telephone and email
- Provide access to micro-grant funds to eligible programs to buy materials, resources, and professional development that reflect approved and current quality improvement plans
- Provide more information about low-cost training, technical assistance and support from **CCR&Rs and/or WECA.**
- Take steps to resolve any conflicts of interest
- Give a minimum notice of two hours to cancel an appointment if there is a medical emergency or unsafe roads
- Give a minimum notice of two days to cancel an appointment for a non-emergency situation

### **Program will:**

- Provide time for the technical consultant to meet with all employees as needed
- Give sincere effort, time and energy in carrying out the quality improvement plan
- Consistently communicate program needs and concerns to the technical consultant
- Follow the YoungStar Participation Policy
- Share requested program information in a timely manner :
  - Provide demographic information by the second technical consultation session
  - Ensure accuracy in maintaining Registry Program Profile information at all times

- Give notice to the technical consultant if an appointment needs to be rescheduled:
  - Notice of at least one business day is required
  - If there is a medical emergency or unsafe roads, a notice of at least two hours is required
- Reschedule any cancelled technical consulting meeting within 2 working days
- Tell the technical consultant of any program changes, such as regulatory noncompliance or business closing
- Tell the YoungStar Manager if they think there is a conflict of interest

**An automated rating will be given to the program if the participation guidelines cannot be met.** Every situation will be considered individually. These are examples that could lead to an automated rating:

- Appointments cancelled less than 1 business day in advance of scheduled meeting
- Communication with the technical consultant is not consistent
- Steps towards carrying out the quality improvement plan are not made between visits
- Staff members, classrooms or programs are not available for technical consultation sessions as had been pre-planned

**Micro-grant eligibility will be impacted if the participation guidelines cannot be met.** A program receiving technical consultation will **no longer be eligible** for a micro-grant if the program:

- Cancels more than ONE technical consultation visit without appropriate prior notification. This includes “no-show” visits.
- Cancels more than THREE technical consultation visits total (this includes cancellations with or without appropriate prior notification, and no-show visits).
- If a program becomes ineligible for a micro-grant due to the circumstances above, the program is responsible for repaying any portion of the micro-grant that has already been expended.

To receive a Micro-Grant, the Program agrees to:

- Participate actively in Technical Consultation. Active participation goes beyond allowing a Technical Consultant to visit the program. The program must take part in reflection, work to identify strengths and goals, and then take actions to implement the identified solutions. As long as the Technical Consultant is satisfied that this is occurring, the program will have access to a Micro-Grant. However, the Technical Consultant does have the authority to postpone awarding a Micro-grant until the program completes 75% of the on-site hours allocated to each program, which equates to 6.75 hours.
- Prepare a Quality Improvement Plan (QIP), and make Micro-Grant purchase choices to support the implementation of that QIP. Programs should review the Micro-Grant handbook to learn how the YoungStar Micro-Grant may be used. There are specific rules and limitations for use of the Micro-Grant.
- Submit all Micro-Grant related requests to the Technical Consultant in a timely matter.  
**Programs must submit their purchase plans for the full amount of their grant to their Technical Consultant on or before the date of their on-site rating (technical or formal). If the purchase plan is not submitted before the on-site rating, the Micro-Grant will be forfeited.**  
 Note: This does not mean that funds need to, or will be, spent before the rating; it just means the program’s plan for the whole grant must be submitted before the rating occurs. Additionally, the micro-grant materials may not be received prior to the completion of rating.

**Please note: The Wisconsin Department of Children and Families and the YoungStar Micro-Grant Program expects repayment of any Micro-Grant expenditures from the current rating cycle if any of the following occur before the rating expiration date:**

- Program closure
- Surrender, revocation, suspension, or denial of license or certification
- Program integrity violation (suspension from receiving Wisconsin Shares payments)
- Withdrawal from YoungStar participation
- Program receives a 1 Star rating for any period of time

#### **How Information Will Be Used**

Funding for technical consultation and micro-grants comes from Wisconsin's Department of Children and Families (DCF). It is meant to support the child care programs participating in **YoungStar**. Data will be collected as a tool for the work between consultants and child care providers. The data will also be used to show funders the outcomes of efforts. Although DCF has a strong interest in understanding the specific programs that participate in **YoungStar**, reports published to the DCF website will not share results from specific sites. Your privacy will be respected. Data from this effort will not be used by DCF for any other reason than encouraging a strong, evidence-based and coordinated rating and technical consulting effort.

#### **Responsibility and Reporting:**

Our agency strongly values you and your program as a partner in early care and education. We do this work together because we want good results for children. Like you, our staff are mandatory reporters. In the event that a consultant observes a practice that may harm children, the consultant will tell you about the issue and will be required to report this issue to the appropriate authorities.

If you have questions or concerns about the technical consultation you are receiving, please feel free to contact:

Penny Chase, YoungStar Manager  
Supporting Families Together Association  
1-888-713-KIDS  
[penny@supportingfamielstogether.org](mailto:penny@supportingfamielstogether.org).

#### **Release of Media:**

One of the tools we use in our work with child care providers are photos. The saying "a picture says a thousand words" is true in quality improvement. Photos help us both see the best possible environment for children and child care providers.

Please select an option below regarding release of media:

\_\_\_\_ I grant you permission to take photos for our work together.

\_\_\_\_ I do NOT grant you permission to take photos for our work together

I look forward to our work together. Please don't hesitate to call if you have any questions or concerns. The best time to reach me is: (include your office hours.)

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Signature of Authorized Representative for Child Care Program: \_\_\_\_\_

Signature of Technical Consultant: \_\_\_\_\_

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Provider Initial:

\_\_\_\_ I have read and agree to the terms in the YoungStar Participation Policy

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Agency:

Technical Consultant:

Office Address:

Office phone:

Cell phone:

Fax #:

e-mail address:

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Contact information for the YoungStar Micro-Grant program:

[microgrants@wisconsinearlychildhood.org](mailto:microgrants@wisconsinearlychildhood.org)

1-800-783-9322, extension 7272

In the Madison area: 240-9880, extension 7272

Fax: 1-877-895-5477

Wisconsin Early Childhood Association

744 Williamson Suite 200

Madison WI 53703

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